



# CITY COUNCIL

~ MINUTES ~

## REGULAR MEETING

312 S. Mildred Street  
Ranson, WV 25438  
[www.cityofransonwv.net](http://www.cityofransonwv.net)

Tuesday, April 3, 2018

7:00 PM

Council Chamber

### I. CALL TO ORDER

The meeting was called to order at 7:00 PM by Mayor Keith D. Pierson

Attendee Name	Title	Status	Arrived
Keith D. Pierson	Mayor	Present	
Mike Anderson	Third Ward Council	Absent	
David Cheshire	At-Large Council	Present	
Scott Coulter	First Ward Council	Absent	
Tony Grant	At- Large Council	Present	
Donnie Haines	Second Ward Council	Present	
Jay Watson	At-Large Council	Present	
Andrew Blake	City Manager	Present	
Stacey Pfaltzgraff	City Clerk	Present	
Edward Erfurt	Asst. City Manager	Present	
Lori Nice	Finance Director	Present	
Debbie McClure	CVB Director	Present	

### II. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Mar 20, 2018 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>AYES:</b>	Pierson, Cheshire, Grant, Haines, Watson
<b>ABSENT:</b>	Mike Anderson, Scott Coulter

### III. CITIZEN'S PRESENTATIONS/PETITIONS

Presentation - EPTA - EPTA Director Doug Pixler and Elaine Bartoldson were present to discuss the route changes and expansion of the Eastern Panhandle Transit Authority. Copies of Route 16 and Route 20 were provided to Council for review.

### IV. CITY MANAGER/STAFF REPORTS

City Manager Andy Blake provided the following updates to Council:  
1) Retirement of Elizabeth A. Stroop after 20 years of service - Reception to be held Thursday, April 5, 2018, at 2:00 pm at Ranson City Hall; 2) Plan Review Engineer open position in Community Development - closing date will be April

13, 2018; 3) Auditors will be at City Hall the week of April 2 to conduct the financial audit for the 2017 fiscal year-end; 4)Roxul bids and site plans; 5)Ranson Civic Center renovations; 6)Fairfax Boulevard Phase 2; 7)Oak Lee Drive repairs; 8)Expecting site plan for the foundry by June 2018; 9)Storm Water Management on Beltline Avenue; 10)Charles Town Sewer acquisition; 11)Fifth Avenue; 12)Flowing Springs Trail; 13) Briar Run Phase 6; 14)Shenandoah Springs; 15)Ranson Gateway; 16)Potomac Marketplace expansion; 17)Uniwest units at Jefferson Crossing; 18)Presidents Pointe draft; 19)Locust Knoll; and 20)Old Town Development.

## **V. COMMUNICATIONS FROM THE MAYOR**

1. Air Quality Permit Notice - Roxul
2. West Virginia Senate & House Bills signed by Governor Justice
3. Resolution & Draft Sample Ballot - Per W.Va. code §3-6-2(d)(2) drawing for ballot positions was completed March 27, 2018, at 9:00 am. Certifying the ballot has been scheduled for April 3, 2018, at 10:00 am.
4. I'm Retiring...Now What? Seminar was held Thursday, March 29, 2018, from 11:00 am - 2:00 pm for any staff wishing to attend
5. Notice of Retirement - Liz Stroop
6. Meeting with the Jefferson County Board of Education
7. Testing for the rank of Corporal at the Ranson Police Department has been completed

## **VI. COUNCIL BUSINESS**

1. Resolution #2018-010 - A Resolution of the City Council of Ranson, West Virginia Authorizing the Mayor or His Designee to Execute a License/Encroachment Agreement Between Potomac 2017, LLC and the City of Ranson to Utilize Privately Owned Property to Repair and Reconstruct Oak Lee Drive and Associated Private Infrastructure

This agreement with Potomac 2017, LLC will permit the City of Ranson to investigate and repair damages caused by a private contractor for Comcast December 23, 2017, while attempting to bore under Oak Lee Drive, in Ranson, WV at Potomac Marketplace Shopping Center.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tony Grant, At- Large Council
<b>SECONDER:</b>	Donnie Haines, Second Ward Council
<b>AYES:</b>	Pierson, Cheshire, Grant, Haines, Watson
<b>ABSENT:</b>	Mike Anderson, Scott Coulter

2. Ordinance #2018-305 - 1st READING of an Ordinance Amending and Re-enacting the Official Zoning Map of the City of Ranson Pursuant to Ranson Municipal Code § 19-20 and Chapter 19, Article 1: Parcels 085017300000000, 085017100000000, 085016600000000, 085015800000000, 085014800000000, 085015000000000, 085014900000000, 085015700000000, 085015900000000, 085016000000000, 085017100000000, 085016200000000, 085015600000000, 085015300000000, 085018800000000, 085018800010000, 085018700000000, 085018500000000, 085018400000000, 085018100000000, 085018000000000, 085017900010000, 085017900000000, 085017600000000, 085017500000000, 08501890001000, 085019000020000, 085019000000000 Rezoning from Racetrack Commercial Zoning to T5 Transect Zoning

The proposed zoning map amendment is intended to rezone all Racetrack Commercial zoned properties to SmartCode, Chapter 19A, T-5. 2<sup>nd</sup> READING was scheduled for April 17, 2018.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	David Cheshire, At-Large Council
<b>AYES:</b>	Pierson, Cheshire, Grant, Haines, Watson
<b>ABSENT:</b>	Mike Anderson, Scott Coulter

3. Discussion - Civic Center Flooring

City Manager Andy Blake provided flooring samples for the Ranson Civic Center to Council for review. Updates for the HVAC performance bond, lighting, and wall treatments were also provided to Council. Council recommended staff to prepare a Resolution stating which accounts will provide funding for the Civic Center renovations and include on the April 17, 2018, Council Agenda.

4. Discussion - City Project Updates

City project updates were provided by City Manager Andy Blake under City Manager/Staff Reports.

## **VII. ADJOURNMENT**

Motion was made by Council Member Haines to adjourn. Motion was seconded by Council Member Cheshire. The next Regular Council meeting was scheduled for Tuesday, April 17, 2018, at 7:00 pm.

The meeting was closed at 7:49 PM

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Keith D. Pierson  
Mayor

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Stacey A. Dodson Pfaltzgraff  
City Clerk